P-card Information

The information provided here is a quick reference to common uses and practices regarding the P-card. For CSU’s complete reference to P-card rules and regulations, refer to http://wsnet.colostate.edu/cwis191/pcard/pcard.aspx.

Can my P-card be used for travel expenses and parking?
Only conference registration may be paid with a P-card. No other travel expenses are allowed.

What about sales tax?
CSU is a tax exempt University and purchases, even those made online, should be tax exempt. The tax exemption number is embossed on the P-cards, #98-02381. If tax is mistakenly charged, the cardholder should contact the vendor to have the tax credited. An exception would be if you are working in another state and make a purchase, tax could be charged on items purchased in that state.

What if more than one account number is involved?
Invoices can be allocated to more than one account.

What if my purchase exceeds the $3,000 limit? Can I split the cost between two invoices or with another PI?
Splitting purchases in order to circumvent the purchasing process is strictly prohibited. If the cost is over $3,000.00 in goods or services, a quote from a vendor is needed in order to process as a requisition or purchase order in Kuali.

Can I use my P-card with a Kuali vendor?
P-cards are intended for small dollar, non-recurring purchases when the use of a Kuali Shop Catalogs vendor or disbursement voucher is not viable. CSU receives discounts from many vendors in Kuali which helps to keep costs lower.

Can I use my P-card for food, beverage and other business event-related purposes?
Yes, if you have been granted full authority privilege. With such purchases, itemized receipts as well as completion of the Official Function form are required. Beverages do NOT include alcohol.

What if I lose my P-card?
Call JP Morgan Chase, (800) 315-6056, and report the card as lost. They will need the last 4 digits of your CSU ID number in order to access your account.

Unallowable P-Card Expenses

- Personal purchases
- Parking and travel expenses (Conference registration is the only allowable travel expense on a P-card. No shuttle, gasoline, vehicle expenses, parking, tolls, or rental cars allowed.)
- Split purchases (in order to circumvent the under-$3,000 threshold)
- Alcohol
- Cash or cash-type transactions (no refunds of sales tax by cash, etc.)
- DEA licensed substances, medical drugs or narcotics
- Radioactive materials and restricted chemicals
- Furniture
- Gift cards
- Sam’s Club or stores where signing a contract is required
- Lease agreements
- Guns and ammunition
- Online auction transactions
- Airfare (Travel card should be used instead)
- Printing services (with the exception of Copy Rite on campus, a waiver must be obtained if non-CSU vendors are used)
- Cell phones, pre-paid phones, phone cards